Coordinators:

Welcome to 2013-2014 TEDS data entry. Now that October is here and the 12-13 data has locked, CCR data has become final, and the Perkins data is ready to report, we can begin the whole process all over again for 13-14.

Before I go into dates and requirements, I first want to say that I will be on vacation until October 28th. I will not have access to email or my voicemail during this time. If you have questions or concerns there is contact information below for those you need to connect with during this time. Thank you for your understanding during this time period.

Timelines
November 1st – Locally Operated Funding (LAVEC) schools first semester data due in TEDS (You must have your data in for funding purposes on this date)
November 15th – All other district operated schools first semester data due in TEDS
January 15th – All Preparatory Students must be in TEDS in order to KOSSA test

Requirements
Attend Hours
This is the average daily attendance in a career major per semester or trimester. So a 55 minute course each day, would be 55 divided by 60 minutes in an hour, which would give me .92 attend hours. If you are on a block, at students attend every other day, then it would be 55 times 5 days (2 weeks) divided by 10 days divided by 60, which give me .49 attend hours. We are still getting some questions on how attend hours work and some that are still either rounding or entering credit hours in the attend hours fields. Attend Hours are new each year and should not be added to last year's attend hours. If you have questions about this, please contact us before entering those hours.

Credit Hours
This is the total number of credits a student has earned in a career pathway throughout his or her entire CTE career. You would add this year's credit hours to last year's credit hours and the year before that, etc... to get the amount that should be listed here. This is a new requirement for this year and only has to be completed for new CTE students, though I do believe it would help everyone to do this for all students.

Preparatory Status
We are receiving a lot of questions about the definition for preparatory status. Here is the definition broken down into the different parts with an explanation of each part"

A Student who has completed two career and technical education credits in a preparatory program: This means the student is in a Career Pathway and has two credits on the transcript that both apply to this same pathway. This would mean that the student has completed the courses and passed the

courses to have received the 2 credits on the transcript. This also means that the courses must be valid for the career pathway and must be either listed on the Career Pathway designed by the program area task force including the KDE program area consultant or approved in writing by the KDE program area consultant. Last, this means that the student must complete two credits in the pathway before you move onto the next part of the definition.

and is enrolled in the third credit course(s).: This means the student is scheduled in the third credit of the same career pathway in the current school year. Once again the course(s) that make up this third credit must be valid for the pathway for which the course(s) is being counted. This does not mean the student has completed the third credit at this time.

Last, we count credits and not courses for all of this, so if your school offers only half credit courses, it would take 6 to complete this definition. Preparatory status is based completely on the number of credits in the pathway.

Hot Topics

Infinite Campus New CIP Codes

The new CIP Codes have not been added to the CIP Code dropdown in IC as of this morning. I apologize for this delay. The new release was supposed to go live on the 9th, but has not happened yet. Please note that you will not be able to enter students in the new CIP Codes until this happens. This should not be a long delay, so please keep an eye on that dropdown so that you can begin entering those students.

School Report Card (SRC)

The College and Career Readiness data will be updated on the SRC now that the review window has been completed. Your District Assessment Coordinator should receive information when this has been completed. The Career Pathways data in the SRC will also be updated with the final data in TEDS now that it has locked for 12-13 changes. Please remember that CCR data is all tracked back to the home high school for students, but Career Pathway data is reported based on the school offering the pathway. This means that home high schools will not show pathways that were offered to their students by a different institution, such as an Area Technology Center (ATC). All ATCs are listed under the Kentucky Tech System district in the SRC.

Career Pathways Requests

All requests for new pathways or for changing a pathway go to Emily Wash at emily.wash@education.ky.gov. The forms will then be routed to KDE program area consultants and if approved, you will receive notification from me after it has been added to TEDS. If there are problems with your requested pathway, you will be contacted by the appropriate program area consultant to discuss. The form has been attached to this email.

Contact Information

Sarah Galliher – TEDS – sarah.galliher@education.ky.gov

Emily Wash – Career Pathways Requests – emily.wash@education.ky.gov
Travis Huber – Branch Manager – travis.huber@education.ky.gov
While I am out...If you have specific questions about TEDS, please contact Sarah. If you have specific questions about the pathway form or status of your form, please contact Emily. If you have any other questions, please contact Travis. Thank you.